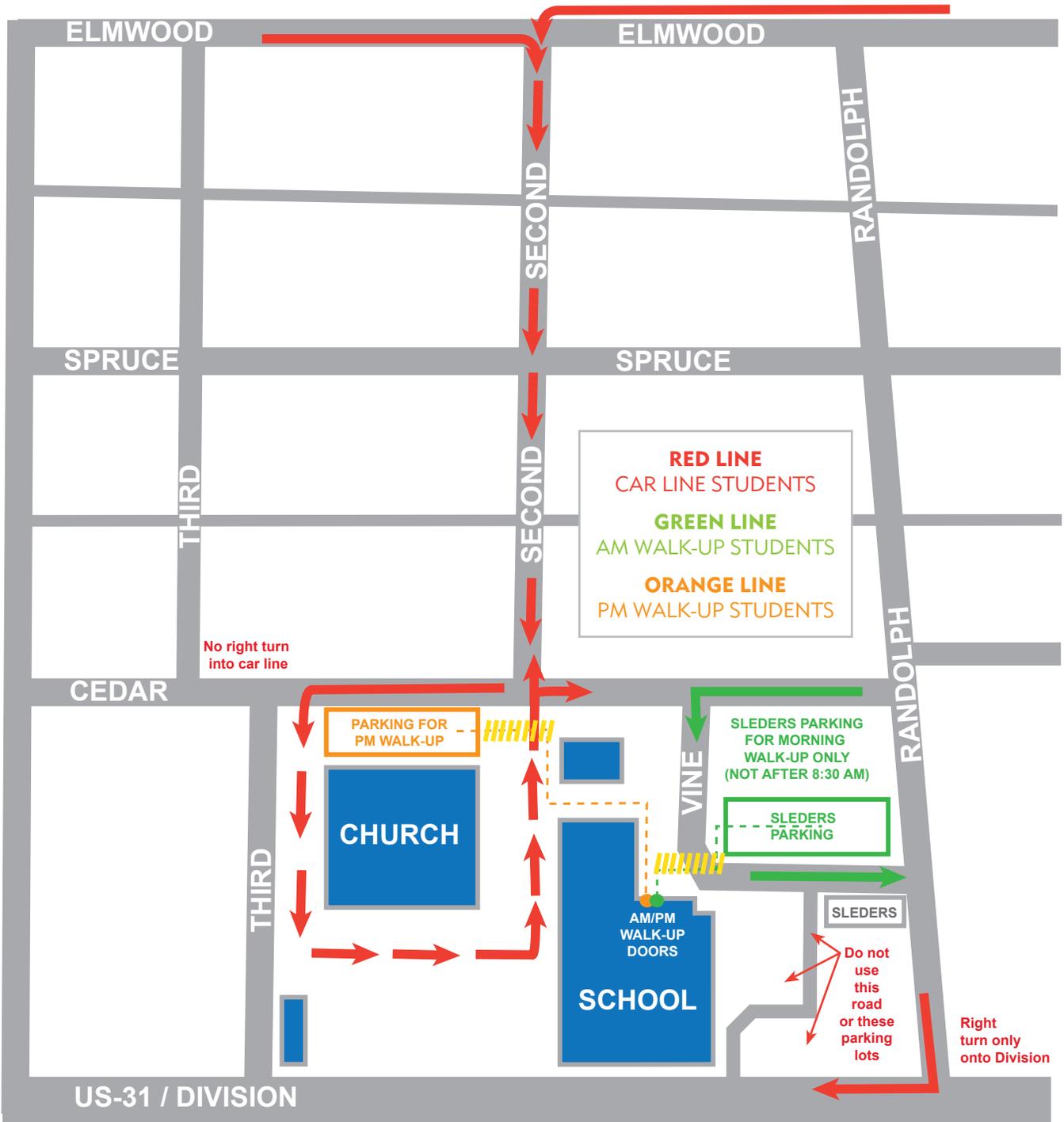


# CAR LINE AND WALK-UP SAFETY PROCEDURES



# CAR LINE AND WALK-UP SAFETY PROCEDURES

Thank you for adhering to these procedures for the safety of our students, families and staff.  
All drop off and pick up procedures require a parent to staff/staff to parent direct hand off.  
Students should not be dropped off or picked up at any time without an approved adult present.

## General Information

- School hours are 7:50 am-2:30 pm
- Morning car line and walk-up lines run from 7:20 am-7:50 pm
- All students should be in their classrooms and ready for announcements at 7:50 am
- Afternoon car line and walk-up lines run from 2:30 pm-3:00 pm
- Car Line traffic is in the FRONT of the building
- Walk up/foot traffic is in BACK of the building
- Please have your PikMyKid sign/number ready to show staff members (pm car line/walk-up only)
- Do not block driveways or park on lawns at any time
- Do not park in the Sleder's parking lots during business hours

## Car Line Reminders

- Route is the same for am/pm
- All car line traffic begins on N. Elmwood
- Do not enter from any street other than Elmwood; doing so cuts other people off
- All cars form a single line on Second Street
- The car line enters the church parking lot off N Cedar Street and flows to the lot where staff assists in unloading and loading of students
- After exiting the drop off/pic up area, turn right onto N. Cedar Street OR go straight on Second Street; please do not attempt a left turn
- If exiting via Randolph onto Division Street, turn right only
- Those picking up SEAS shuttle students at the end of the day should park in lot on west side of the church. Shuttles arrive around 3:00 pm
- All morning shuttles leave from St. Francis Church

## MORNING Walk-Up Reminders

- Park in Sleder's lot as indicated on map (larger lot across Vine Street from Sleder's)
- Parents MUST walk their child(ren) to the back door of the school and drop off to a staff member  
Please use crosswalks
- DO NOT let children cross the street on their own
- PreK parents must walk their child to the front of the building and right to their mudroom doors
- PikMyKid numbers are not needed for morning walk-ups

## AFTERNOON Walk-Up Reminders

- Do not park in any of the parking lots in the back of the building
- Park in the church lot and use crosswalks to get to the back of the school
- Have PikMyKid number(s) ready to give to a staff member